

POSITION: COMPLIANCE AND EMERGENCY SHELTER CARE CASEWORKER

DEPARTMENT: KINSEY YOUTH CENTER

WORK SCHEDULE: M-F 35 hours between 7:30 am and 4:30 pm

JOB CATEGORY: PAT

DATE WRITTEN: 12/2017

STATUS: Full-Time

DATE REVIEWED: 6/2023

FLSA STATUS: Exempt

Work with Administrative Staff to ensure facility compliance with licensing agencies. Serve as Caseworker in the Emergency Shelter Care Unit.

DUTIES:

Maintain and ensure compliance with all Department of Child Services (DCS) Indiana Administrative Code (IAC) and DCS Contract;

Maintain and ensure compliance with all Department of Correction (DOC) Indiana Code (IC) standards;

Maintain and ensure compliance with all Prison Rape Elimination Act (PREA) standards;

Maintain facility Policy and Procedure Manual in compliance with DOC, DCS, JDAI, HIPPA, and PREA guidelines;

Attend Indiana Juvenile Detention Association (IJDA), Juvenile Detention Alternatives Initiative (JDAI), and PREA meetings/calls;

Conduct periodic internal audits to ensure compliance;

Collaborate with Internal Kinsey Department Heads to review policy, procedure and practice;

Collaborate with Internal Kinsey Department Heads to collect proof of practice;

Provide reports to Director and Assistant Director as needed;

Participate in and manage the facility, external audits, inspections, pre-audit coaching meetings and Investigations;

Draft, deliver, and implement Plans of Correction;

Track and File Facility Inspection Documents;

Confirm appropriate critical incident reporting and documentation;

Act as part of the Incident Review Team;

Coordinate monthly Performance Improvement Monitoring Team (PIMT) Meetings;

Track data and trends to drive decision-making;

Draft Care Plans and Court Reports for Emergency Shelter Care residents;

Coordinate care for residents in compliance with DCS Contract and the IAC;

Assist with ESC Youth Manager supervision;

Communicate with individuals affiliated with ESC residents including parents, placing agents, schools, and treatment providers;

Actively participate in managing unit programming and staff rotation;

Attend provider meetings when requested;

Be a certified CANS (Comprehensive 5-17) user;

Be available on a 7-hour flexible schedule between 7:30 am – 4:30 pm;

Rotate on-call status for Emergency Shelter Care;

Monitor staff training for compliance with standards and regulations;

Provide staff training on policy, procedure, standards, and regulations;
Annually maintain personnel file and competency training hours.

SKILLS:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to understand the implications and complexities of different regulations/standards. Good communication skills with internal departments and outside agencies. Ability to effectively direct others. Good computer skills. Must be highly organized and able to manage a complex schedule.

EDUCATION:

In accordance with 465 IAC 2-9-49 Professional Personnel, Sec. 49. (a) The staff, hereafter referred to as caseworker, who perform casework or group work tasks, counseling with children and their families, or planning of services for children and their families, shall have a master's degree in social work, psychology, or counseling from an accredited school.

The caseworker may have a bachelor's degree in social work, psychology, counseling, or a related area of study from an accredited school if under the supervision of a person holding a master's degree in social work, psychology, or counseling.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, talk and hear. The employee is frequently required to stand, walk, and reach with hands or arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required of this job include close, distance, color and peripheral vision, as well as depth perception and the ability to adjust focus. Employee must also have a valid driver's license and be able to travel for meetings. The employee will be required to be trained in Crisis Prevention Intervention (CPI), First Aid, Universal Precautions and CPR.

WORK ENVIRONMENT:

Duties are performed mostly in an environment with moderate noise levels, although, the levels can be loud at times.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Howard County is an equal opportunity employer.

Application and resume can be sent to the attention of:

Michelle Ege, Assistant Director

michelle.ege@howardcountyin.gov

701 S. Berkley Rd. Kokomo, Indiana 46901